



Parents Guide to Officiating

SWIMMING OFFICIAL CODE OF ETHICS

A Guide for Officials

- The official shall respect the rights, the dignity, and the value of each human being as well as their right to self-determination.
- The official shall treat and respect each of the participants in swimming (swimmers, officials, volunteers, coaches) in the context of their activity, without regard to gender, ethnic origin, orientation, religion, political allegiance or socio-economic status.
- The official, on duty or not, shall abstain from commenting on the decision of other officials.
- The official shall have as a philosophy to be on duty for the best interest and respect of each participant (officials, coaches, swimmers and volunteers) regardless of the level of competition.
- The official shall be impartial, conscientious, and work within the framework of his or her assigned duties.
- The official shall have a positive attitude while working at a swimming competition.
- The official shall remain calm, discreet, and behave in a professional manner at all times. The official shall present himself or herself as professionally as possible in appearance and physical condition to perform his or her duties adequately.
- The official can contribute to recruiting and to the growth of the family of officials by his or her encouragement and his or her work at local, regional, national, and international level.
- The official shall accept and not be offended if one of his or her decision be nullified or reversed. The official shall remember the referee has the responsibility for the final decisions.
- Being an official is a responsibility freely taken.
- The official has a responsibility to observe the principles that are part of the Code of Ethics.

Swimming Auckland acknowledges the development of this booklet by Philippa Bouzaid
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Swimming Officials - Who are they?

They are VOLUNTEERS, the life-blood of all sporting organisations. The sport of swimming is no exception. Volunteers dedicate many hours of time and energy working in a variety of ways to ensure the survival and success of our sport.

What do they do?

Volunteers do everything! Volunteers fill every position necessary for Clubs and Auckland Swimming Association to function effectively. Their numbers are even more valuable during a competition period. All our programme sellers, timekeepers, judges, and referees, indeed all officials, attend in a voluntary capacity.

Can I be a volunteer?

Absolutely, resoundingly, YES! Contact your swimming club, or Swimming Auckland can direct you to your nearest club, where they will definitely appreciate your support.

But what can I do?

You can match your talents to the positions available. Every club welcomes volunteers for their meets. If you are familiar with swimming strokes, you can work toward becoming a Judge of Strokes, ensuring that swimmers are performing strokes within the rules. If you have a quick eye, a Touch and Turn Judge watching and checking swimmers' turns may be your area of expertise. Clubs always need timekeepers and judges for the 'business end' of meets.

Or you can extend your talents further. With regards to competition, Referees control the Meet, adhering to the Swimming Rules as published. Volunteers can become qualified Referees by successfully completing the relevant courses. Volunteers also enjoy the social interaction, fun, and excitement associated with swim club life. While we have some very talented swimmers and coaches in New Zealand, without our volunteers the sport could not survive.

Volunteers are true champions!

What makes a good official?

The following, in no particular order, summarises the attributes of a good official:

- Have a POSITIVE ATTITUDE!
- Be at the pool to work at least 1/2 hour before the meet session starts.
- Sign in at the door and report to the relevant chief official (e.g. Chief Timekeeper, Timekeeper, Chief Inspector of Turns, Inspector of Turns, Judge of Stroke, Referee, Starter, Electronics Supervisor assisting in the AOD room etc).
- Honour your commitment to officiate; never be a "no-show."
- Accept the assignment that the Referee has given you.
- Do not leave your post once the meet starts, unless the Referee has given permission to do so, otherwise this can cause real inconvenience to others.
- Know the Technical Swimming Rules thoroughly. Review them often.
- Officials and officiating should be unobtrusive and inconspicuous.
- Ensure that no swimmer gains an unfair advantage.
- Be impartial at all times. Disregard club affiliations or personal relationships.
- Adhere to the Dress Code. For officials at Swimming Auckland interclub and championship meets, dress code is the Official's T-shirt or white shirt for all officials on pool deck, and Swimming Auckland sanctioned skirt or trousers for Referees, Starter, JOS and IOT. This forms part of maintaining standards and a professional approach.
- Remember that the Referee's decision is final on disqualifications and rules interpretation.
- Remain cool and professional always. During the race, restrain yourself from external manifestations of any kind regarding an

infraction. Do not cheer, coach or "swap" disqualifications because of the perceived biases of another official.

- The Stroke and Turn Rules apply equally to all swimmers regardless of age.
- Be prepared to get wet.
- If you make a mistake, be professional enough to admit it. The swimmer's welfare is more important than your ego.
- Do not concentrate on swimmers you think may be frequent violators to the exclusion of any other swimmers in your jurisdiction.
- Give all swimmers in your jurisdiction equal and undivided attention throughout the race.
- If you are uncertain about anything, do not hesitate to confer with your senior official. Always give the swimmer the benefit of any doubt.
- Be consistent, fair and accurate about your interpretation and application of the Swimming Rules. Decide quickly and exercise good judgment.
- Attend Officials Clinics and stay current on the Rules. Work regularly at swim meets, building your confidence and experience as an official.
- Personally critique your performance following each swim meet. Always strive for excellence. There is no such thing as the "perfect official" and you never stop learning.
- If uncertain about any aspect at a meet, approach the Referee, who will put time aside to address your concerns.

The Art of Officiating

There is more to being a good official than just knowing the mechanics of your particular assignment. More than that is your code of ethics and behaviour and your entire philosophy in regard to competitive swimming.

When you officiate, whether as a chief official asked to serve well in advance or as one of the many others who might even have been drafted from the spectators just before the Meet, you are making an important contribution to a very worthwhile activity and you should feel very much a part of it. So you must do the best and most complete job you can.

If you plan to serve as an official, arrive on time and report to the appropriate person. Be dressed appropriately (white clothing is preferred and gives a more professional appearance). If you look like an experienced and competent official, you will feel and act like one and command the respect and confidence of the competitors, who have the right to expect that you will know your job and treat them fairly and courteously. Behave like a professional and you will be regarded as one.

You may not feel that you qualify as an official but there are ways to learn. If you want to do a competent and sincere job (and you shouldn't be an official if you don't), get a copy of the current rules and study them, attend clinics, consult those who know more than you, approach with humility the search for more knowledge of the sport and the rules governing it. Participate in the affairs of organisations that are concerned with competitive swimming. The greater your interest and activity, the greater will be your exposure to sources of information and the opportunity to learn.

Discuss problems of rules interpretations or the techniques used in applying the rules with appropriate officials or members of the Swimming Auckland Technical Committee. The people who have put the rules together have done so with a great deal of thought and based on a lot of experience. They have tried to write the rules in such a fashion that they can be easily understood and applied with maximum fairness to all competitors. If you disagree, explain why and suggest a better terminology. Your contribution is important.

Some officials are reluctant to admit their lack of knowledge and, as a result, never learn. No one is born knowing all the answers and they can't be acquired in one year of association with swimming.

Every official, no matter how minor, should show proper responsibility and authority and, by their example assure the swimmers that the competition will be conducted in the fairest, most efficient manner possible, with primary regard for the interests of the swimmers.

Fairness should be the key to official decisions. Rules are created as standards and should be applied in a practical and reasonable manner, and to the degree that they protect all competitors. Marginal deviations from prescribed form should be viewed leniently provided they are involuntary. However, clear infractions must be called.

When it is necessary to call an infraction, be sure that a disqualification slip is written in accordance with the prescribed format, before handing to the Referee for adjudication and acceptance. Only the Referee may discuss any such matters with swimmers. DQ slips are raised only by Stroke & Turn Judges, Starters and Referees, with the Referee deciding on the validity of all DQs.

Some officials adopt a punitive attitude. They may be quite well informed about swimming techniques and rules but if they are more concerned with disqualifying than ensuring fair competition, they should not be judging rule infractions.

General conduct is most important. Pay attention to your official job. Fraternalizing with swimmers and other officials may add to your enjoyment of the Meet; but it must not detract from your effectiveness.

When you are not associated with the host organisation running a Meet, you may tend to be critical of those responsible for its planning and conduct. There is usually a labour of love and they are doing their best. So if you have a valid criticism, offer it constructively, privately and courteously. You will be less inclined to be critical if you think of the meet management as "we" instead of "they". After all, you are part of the official team.

Occasionally, you may hear slurs about officials, reflecting on their integrity or competence. They are rarely valid, always in poor taste and usually come from those who contribute little or nothing to the sport. It is better to ignore them unless they tend to undermine the athletes' confidence in the officials or are unduly disruptive. In that case, the matter should be discussed with the Referee who will decide on any required action.

Coaching of swimmers during competition is prohibited. That means by the coach or an associate or a friend or parent or team-mate or an official, and it

applies from the time the swimmer reports to Marshalling until the race is over. Feel free to greet a swimmer whom you know but don't endeavour to coach them. If a swimmer doesn't know how to swim the race before they report, you can't teach them at this late stage. During a race, keep in mind that you are an official. Most swimmers before a race are "psyching" themselves up and planning their strategy and you shouldn't break their concentration.

It is difficult not to cheer for or encourage your own child or team member. But it is inconsistent for you, as an official, to take anything but an impartial view of all the competitors – after all, it is exactly what you would expect and demand of other officials. And, of course, it can distract you from concentrating on your official function.

Many officials have a preferred capacity in which they would like to serve or, perhaps, certain positions they want to avoid. There can be only so many "Chiefs" at a meet. If the key officials have already been appointed, be willing to serve in a lesser capacity because they too are essential roles.

At a Meet, there will probably be one or more competitors in whom you are personally interested. Obviously, you must not favour them. Neither should you "bend over backwards" to judge them more critically than you would others. It wouldn't be fair to them if you did.

Occasionally, Timekeepers will ask to switch lanes to avoid the possibility of being charged with showing preference to their favourites. Don't do it; it's almost an admission that your judgement could be prejudiced or influenced. You wouldn't have been given your assignment if you weren't considered to be honest, and remember that there are other Timekeepers to "keep you honest". Take pride in the conviction that you are impartial.

In rendering official decisions, whether it be a relay break, a stroke infraction or the swimmer's time, do so quickly, decisively and with the knowledge that you are being completely fair to the individual involved and also to the other contestants. Give the competitor the benefit of any doubt in your mind. You will derive satisfaction in knowing that your decisions are honest and that you have assumed a protective rather than a punitive attitude toward rules enforcement.

Some coaches think they are being shrewd when they file false times with their entries to get their swimmers a better heat or lane seeding. That's not being

shrewd; it's being dishonest. Those who falsify performances to meet qualifying cut-off times are plainly cheating, and it soon becomes obvious.

Once the Starter has assumed control of the competitors, there should be no further noise from anyone. Let's give the swimmers a fair start, without distractions.

During a race the rules forbid communication with swimmers by coaches, team-mates, officials and spectators, either directly or by any system of signalling by whistles, calls, bells or other sounds or motions.

Competitive team spirit is excellent. Traditional rivalries are wholesome provided they are friendly. Good sportsmanship must always be exhibited by competitors, officials, coaches and spectators.

Applying the Rules

Following the rules puts a stake in the ground that tells everyone concerned with the competition that the decisions will be made in a fair and equitable manner against a known standard.

Acquiring the technical knowledge required to judge strokes, kicks, turns or finishes is not very difficult. The challenge is to apply that knowledge professionally. As human beings, a wide range of factors influences us when we try to make judgments. Our brains allow us to apply "reason" whenever we make judgments. Consequently, we have to be careful as Swimming Officials not to apply human reason to make poor or sloppy judgments when fulfilling our duties on the pool deck.

Over the years, some examples of the "mental traps" that may influence decisions have surfaced:

The "Advantage vs. Disadvantage" Theory ("Unfair Advantage"):

The question of whether swimmer advantage or disadvantage should influence the official's judgment on stroke, kick, turn and finish violations is common. Some authorities use the term "unfair advantage" regarding decisions relating to specific situations. Unfortunately, this has also caused considerable apprehension and misinterpretation of this phrase.

Judges must not apply the idea of "unfair advantage" to justify inaction by not reporting infractions such as missed turns, touches, etc. because "no advantage was gained." This type of negative interpretation only leads to sloppy officiating and gives an official an excuse for inadequate performance.

"Unfair advantage" may be used to explain why an action by a swimmer is an infraction.

Judges should always report a violation of the Rules and disqualify the swimmer whether he or she gains an advantage or not. Judges should be careful to preclude using this rationale as a crutch for poor officiating. Remember, the Referee makes the final decision on all disqualifications and relies on other officials to inform him/her of any infractions.

The "Twice Theory"

Some judges feel they should wait until an infraction happens more than once before they call it. They rationalize this position in all sorts of ways (e.g. "That clears up any doubt", "That confirms that it wasn't a simple mistake by the swimmer" etc). Frankly, all of these are excuses for uncertain and poor officiating. There is no basis for waiting to see an infraction happen twice and, in fact, it often won't. The official must simply be certain of what he saw and make the call as soon as it is observed. If there is any doubt about the violation, then don't make the call! (Remember, the swimmer always gets the benefit of any doubt). But, by the same token, don't then concentrate on that one swimmer to see if he commits the suspected infraction again. Continue to give all the competitors uniform coverage in observing their performance.

The "We Don't Disqualify 8 & Unders" Theory:

Officials of this persuasion rationalize their position by saying they do not want to cause "mental trauma" to a young child. They may add that they "do not have a problem DQing a senior swimmer". While this may sound good, it is grounded on some incorrect and extraneous beliefs:

- it views the Judge's role as punitive, which is completely wrong. Judges should view a DQ as
 - "protecting the other swimmers" in the competition, and
 - "educating" the swimmer who commits the infraction so that in practice the swimmer will not commit the infraction again.
- It assumes that every swimmer in the identified age group is a "beginner" while those swimmers in the older age groups are "experienced" and, therefore, held to a stricter standard of officiating. However, this approach is also incorrect. Children enter the sport at various ages. Some 8 and unders (having competed for a year or more) have more "experience" than some teenagers just entering the sport.

- The idea that disqualifying an 8 & Under will "traumatize the child" is weak. It clearly ignores the fact that children are constantly being corrected during their formative years - that is how they learn. It is the Coach's responsibility to correct errors in the swimmer's form and technique. It is the Judge's responsibility to inspect the swimmers' techniques concerning the style of swimming designated for the event and report any infractions.

The "Don't Ask Me to Judge My Child" Theory:

Advocates of this theory usually fall into one of three categories:

- "I don't want anyone to think my child got away with an infraction because I was judging", or
- "I don't want to have to explain to my child why I disqualified him or her", or
- "I have to leave my position now because my child is about to swim and I want to go cheer for him or her".

These statements go to the central elements of being a "professional" official. The Referee, the other officials, the swimmers, the coaches and the audience must know that the official treats everyone in the pool the same - "fairly and equitably" - always. The Referee must be confident that an official will report an infraction regardless of the effect upon the swimmer, the swimmer's club or team, etc. This is probably the real test of an official's impartiality, and Referees are not encouraged to let an official "off the hook" for any of these reasons. For the official, this is the occasion for separation from his/her parental role and acceptance of the responsibility of being a Swimming Auckland Swimming Official.

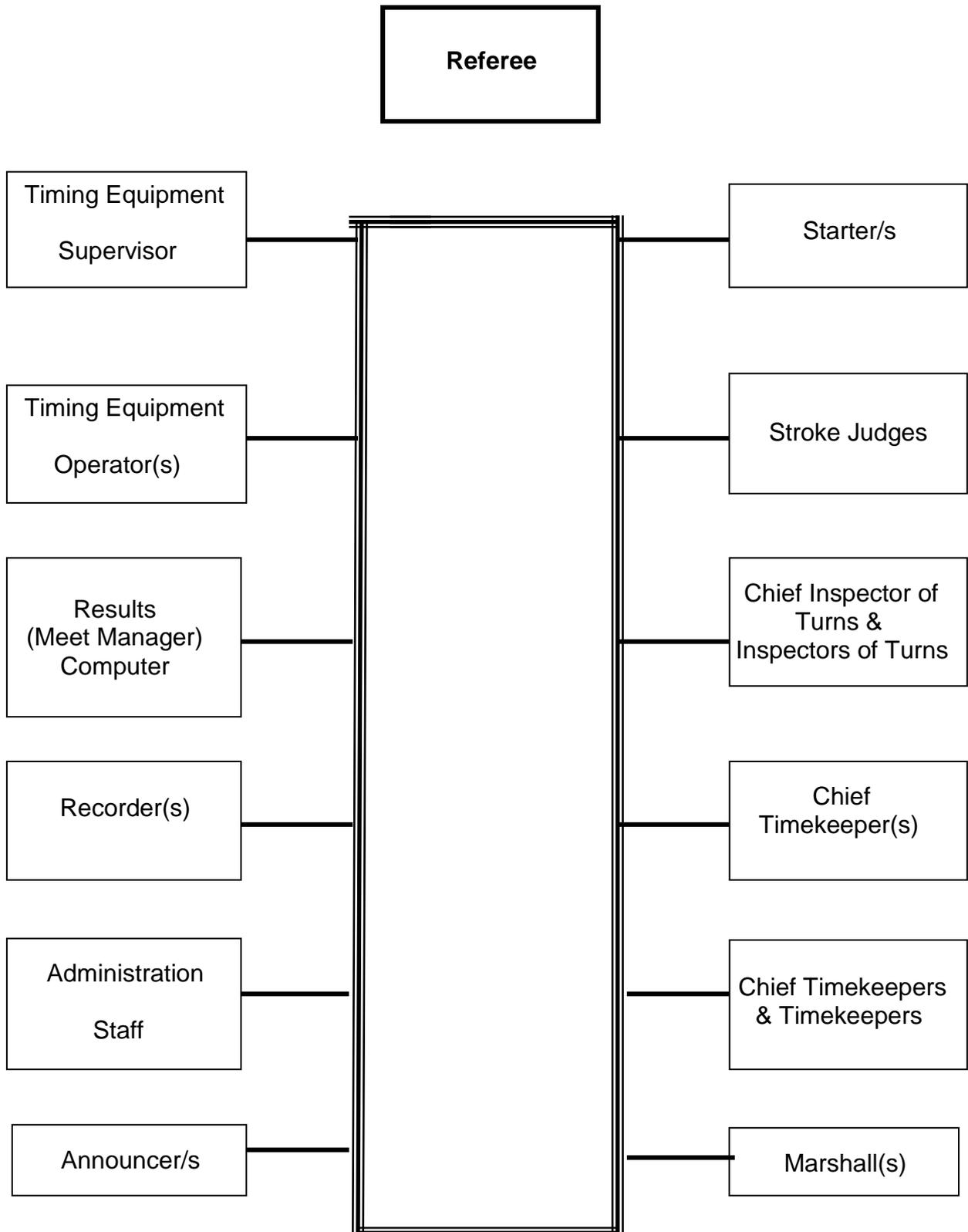
Don't Infer or Assume

Simply stated, this means: You can only report what you see, NOT what you assume.

For example, in breaststroke an Inspector of Turns must actually see the swimmer miss touching the wall with both hands at the same time, not assume that the touch was missed because, by the time the Judge looked down, the swimmer was touching the wall with his left hand and was already turning. A Judge of Stroke must actually see a breaststroker take a second complete arm pull under water at a turn and be past the widest part of the second stroke before the head surfaced, not assume that it took two pulls to get that far out in the pool when you saw the head break the surface.

Another way of stating this is: DON'T LOOK FOR REASONS TO DISQUALIFY. If you see the infraction and it is clear, report it, but if you are uncertain, remember that the benefit of any doubt must go to the swimmer.

THE ROLES



Announcer

The announcer is the voice of the Meet. He/she needs to begin duties as the warm up commences so that special announcements and general information can be given throughout this time. Duties include:

- Aiming to ensure the smooth running of the meet.
- Announce the swimmers in the water (heats) and introduce the swimmers (finals).
- Announce results as received from the Recorders for medal presentation together with records and presenters' names.
- Announce event, heat, style and distance before or immediately after the start has been made.
- Make any other announcements as requested by the Referee or Meet Director.

Recorder

Generally the Recorder is not involved in receiving and entering race entries for the meet. A recorder will generally assume duties approximately 45 minutes before the start of every meet session and must be familiar with Meet Manager software.

General duties are:

- To check the AOE times against the SAT print out.
- Report any discrepancies to the Referee regarding missed touches, or any malfunction regarding the placings.
- Record any disqualifications as handed to you by the Referee and reassign the places in accordance with the FINA rules.
- Check for any records as each event is concluded.
- Check for equal times in case of a swim off for a place in the final.
- Check the final results for equal placing, visitors or DNAS (did not attain the standard).
- Assemble finalists prior to the printing of the final's programme.
- Work in close contact with the Referee to ensure the smooth running of the programme.

Clerk of the Course/Marshalls

Work as a team member in cooperation with the referee, recorder, announcer and starter. Duties commence 30 minutes prior to the start of the meet. The duties are:

- Ensure that the Competitors are the correct ones for the next race by checking event and names against the Program or amended Race Sheet.
- Assemble in event, heat and lane order. Inform the Competitors of their Lane numbers.
- Ensure all Competitors are properly attired, wearing only normal swimming attire or tracksuits when being introduced prior to the start of a Race or when being presented on a Victory Dais.
- Instruct the competitors when to move on the Pool deck.
- Prior to the commencement of a race, position each Competitor behind their correct Starting Block.
- Recommend the reseeding of an event in consultation with the referee.
- At no time does the Clerk of the Course have the power to deny a swimmer access to their event for any reason. If there is a problem then the Referee must be made aware. He/she alone shall decide the action appropriate.

Timekeeper

Timekeepers should report to the Chief Timekeeper and receive a program and stopwatch. Lanes will be allocated by the Chief Timekeeper.

At the commencement of each session all timekeepers should take up their positions when called to report by the Announcer. This usually occurs after the warm up has ended.

The duties of the timekeepers include:

- When using the back up (semi-automatic) buttons to take up the best position to observe the touch and so activate an accurate back up time.
- Manual stopwatches may also be used and timekeepers must be competent to activate both devices with accuracy.

- Record swimmers times on programs and deck cards.
- Refrain from stepping on the black strips and activating the touchpads.

Judge of Stroke and Inspector of Turns

Well run meets and good competitive results are directly related to good officiating. Thorough knowledge of the rules, coupled with fair and consistent application of them, make a good official. To confidently work on deck, a Stroke & Turn Judge must study the rules, attending training sessions and working regularly at meets.

The rules of swimming define the acceptable form for each stroke. Many variations of form are possible and may still comply with the letter of the rules. Decisions regarding the form of strokes and turns must, therefore, be subject to flexible judgment and common sense. "Ugly isn't necessarily illegal."

Judge of Stroke (JOS)

- Where possible there will be four (4) Judges of Stroke, two on each side of the pool. Their duties are to ensure that the rules relating to the style of swimming designated for the event are being observed in the lanes in their jurisdiction and to assist the Turn Judges when applicable.
- At the start, the JOS is responsible for observing the swimmers at the 15 meter (15m) mark for all strokes except the breaststroke.
- After the start, the JOS walks the sides of the pool, preferably abreast of swimmers during all strokes except freestyle. Breaststroke and butterfly are best judged by walking abreast or slightly behind the swimmers.
- Judges should walk at a pace that is sufficient to stay with the swimmers. If the field spreads out, the JOS should maintain a position slightly ahead of the trailing swimmers while maintaining contact with the lead swimmer(s).
- If there are two (2) Judges of Stroke working one side of the pool (usually in long-course meets) a "lead-lag" observation pattern could be utilized as the field spreads out i.e. the leading stroke judge takes jurisdiction over the faster swimmer(s) while the following stroke judge takes jurisdiction over the slower swimmer(s).

- After each turn, the stroke judges switch jurisdictions as they begin to walk in the opposite direction. Teamwork and coordination are important between the two (2) stroke judges to ensure that all of the swimmers are observed on a fair and equitable basis.

The JOS must clearly be in position to watch swimmers in the backstroke, butterfly, and freestyle events who are submerged after the start or any turn to ensure that their heads surface before the 15m mark.

Inspector of Turns (IOT)

Where possible there will be an Inspector of Turns for each lane at each end of the pool. Often however this will be one IOT to two lanes.

If an IOT must observe more than one lane (the norm for most meets at the interclub level) the official will have to adjust his/her position to best observe all assigned lanes.

Their duties are:

- To judge that the turns comply with the rules for each stroke from the commencement of the last arm stroke before the touch ending with the completion of the first stroke after the turn.
- Record the number of laps for 800m and 1500m using lap cards at the turn end.
- Ensure that in relay events the in-coming swimmer touches the wall before the out-going swimmer's feet have lost contact with the starting platform.
- Turn Judges at the finish end for distance events sound a warning device when the swimmer in his/her lane has two laps and five metres (5m) to go to the finish.
- Report any violation of the rules to the Chief if applicable, or the Referee, immediately.

The Referee will assign each JOS and IOT an area of responsibility before the competition begins. This will include the manner and sequence in which he wants the judges to move to different areas.

Reporting Infractions of the Rules

Only the Referee, a Judge of Stroke or Inspector of Turns can disqualify for stroke, turn or finish violations.

Upon observing an infraction in their jurisdiction, the Stroke/Turn Judge shall immediately record the infraction on a disqualification slip and hand it to the Referee as quickly as possible.

The DQ slip should note the event, heat number, lane number and violation. Use the Swimming New Zealand standard DQ form and be specific in describing the violation utilising the language of the rulebook.

Be prepared to accurately answer the "3 Questions" from the Referee, if asked, using the language of the FINA rulebook –

- “Where were you?” (Jurisdiction)
- "What did you see?" (Description)
- "What rule was broken?" (Infraction)

Do not take it as a personal offence if your DQ call is overturned - you did your job and the Referee must do his job too.

Basic rules for Disqualifications:

- DQs can be made only by the official within whose jurisdiction the infraction was committed (with the exception of the Referee).
- DQs must be based on personal observation.
- Officials should give the swimmer the benefit of any doubt.
- Officials should disregard the opinion of others.

Starter

Starters are charged with the responsibility of seeing that one swimmer does not gain an advantage over the others during the start. This responsibility requires concentration, quick reactions and fair decisions. It takes practice to become a good starter. With experience, the starter will be able to accurately judge when the field is ready to race. This will help to prevent disqualifications for false starts caused by the swimmers being jumpy or in a hurry because they aren't ready.

Starters should speak in a conversational tone, avoiding rapid instructions and sharp commands. The voice of a good starter will lead the swimmers into their starting positions, not break their concentration with unexpected orders or remarks.

The Starter shall:

- Take up a position for the start of a race on the side of the pool within approximately five metres (5m) of the starting end of the pool, where the timekeepers can see the starting signal and the competitors can hear it.
- Have control of the competitors from the time the referee turns them over until the Starter is satisfied that the start is fair.
- Recall the competitors if the Starter considers that the start is not a fair one.
- The Starter shall make a recommendation to the Referee in respect of any competitor who delays the start or disobeys their instructions. Only the Referee has the power to confirm disqualification.

Referee

The responsibilities of the Referee are many and varied. The over-riding function is to see that a Meet is properly conducted in regard to applying the Rules, and in all ways, assuring the swimmers of fair competitive conditions.

A Referee must be committed to:

- ensuring the integrity of the sport and the profession of officiating.
- conducting him/herself with dignity and good humour, while ensuring fair and equitable conditions for the competition.
- remaining impartial, while sustaining positive relationships and building trust in the swim community.
- maintaining a current understanding of the rules and their application; and
- fostering the growth in expertise of all officials through teaching, providing workshops and working with officials on the deck. The referee is the primary leader and educator for both new and experienced officials.

The magnitude of the Referee's responsibilities is seen from a review of Swimming Rules and Regulations. The Referee:

- Shall have full authority over all officials and shall assign and instruct them.

- Shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet.
- Can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed.
- Shall also disqualify a swimmer(s) for any violations of the rules that the Referee personally observes.
- Shall signal the Starter that all officials are in position, that the course is clear, and that the competition can begin, before each race; shall assign marshals with specific instructions.
- Shall give a decision on any point where the opinions of the judges differ; shall have authority to intercede in a competition at any stage, to ensure that the racing conditions are observed.
- When automatic or semiautomatic officiating equipment is used and an apparent malfunction occurs it shall be his/her responsibility to make an immediate investigation to determine whether the swimmer finished in accordance with the rules and/or if there was an actual equipment malfunction.
- He may at his/her discretion prohibit the use of any bell, siren, horn or other artificial noisemaker during the meet.
- The Referee adjudicates all protests. Protests against judgment decisions of starters, stroke, turn, place and relay takeoff judges can only be considered by the Referee of the meet and the Referee's decision shall be final.

The referee must be knowledgeable of:

- Timing procedures, equipment and the specific rules that apply to each type of equipment used.
- Across-the-board judging procedures.
- Check in and seeding procedures.
- Starting procedures, rules and application.
- Recording procedures.
- Stroke and Turn Judging, stroke rules, jurisdiction, application and enforcement.

The referee must have mastered the application and use of the starting and of stroke and turn rules, their fair enforcement and appropriate judging. He is responsible for the effective functioning of the meet and will monitor, and assist as necessary, all officials in performing their functions to ensure the participants are provided with a quality competitive swimming environment.

The referee must have learned, acquired and possess:

Sound Swimming Leadership

This is based on a thorough knowledge of the rules and the reason for the rules to ensure fair and equitable conditions of competition and uniformity in the sport. It is a skill that can only be developed through participation. Substituting opinion for rules, no matter how well intentioned, is not part of the role.

Positive Swimming Attitude

The Referee's confidence in understanding the swimming rules, his respect for the other officials and his understanding for those who are still gaining knowledge of the sport contribute to a positive swimming attitude. The attitude is manifest in the Referee's efforts to ensure that all other officials, swimmers and coaches are able to perform their respective tasks to their highest potentials within the meet and the sport of swimming.

Active Administrative Skills

The referee has responsibilities before, during and after the competition.

Before the Meet

The Referee should contact the meet coordinator and understand any special requirements for the meet before the day of competition. On the day of competition the referee should arrive at least one hour prior to adequately perform pre-meet responsibilities. He should obtain a list of meet officials; inspect the facilities, with specific attention to any safety issues in the meet venue; review seeding and administrative procedures; conduct a coaches' briefing (if needed), and assign and instruct the other officials.

During the Meet

The referee's full attention must be given to every start. The rules require that the referee both observe and concur with the starter's false start disqualifications. Between the starts, the referee oversees the competition and evaluates the performance of the other meet officials. If a rule is misunderstood, the referee must correct the misunderstanding. If the referee personally observes an infraction, he must disqualify the swimmer and then

determine why the assigned official(s) did not. The referee clarifies rules and jurisdictions, suggests appropriate judging techniques, assigns and may reassign officials. He also answers questions, protests and appeals, maintaining a sense of humour and keeping a positive attitude.

Protests and appeals are sometimes difficult because they tend to be emotionally charged. The referee must always display a moderate temperament.

After the Meet

The Referee must remain at the pool long enough after the last race to ensure that final results have been announced in case there is a problem or a protest. This time can be used to evaluate the meet and to sign any forms pertinent to the meet.

In summary, a referee must attend to many responsibilities during a swimming competition. The referee's knowledge, honesty and fairness will create a climate for an equitable and rewarding competition. The referee's service is a source of building the entire swim community for the betterment of all those who participate. It is a challenge worth accepting, and doing well.

NOTES

Now is the time to get involved!

If you have further questions or wish to take the first step to becoming involved contact your Club Technical representative or your Swimming Auckland Technical Committee Chairperson. Either of these representatives can help you become involved as a meet official.

Important Contact Information *(to be completed by the Club)*:

Your Club Technical Representative:

NAME: _____

TELEPHONE: _____

E-MAIL: _____

Swimming Auckland Technical Committee Chairperson:

NAME: _____

TELEPHONE: _____

E-MAIL: _____

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WELCOME TO THE WORLD OF SPORTS OFFICIATING

Officials make a valuable contribution to the New Zealand sports scene. Without Judges, Referees, Starters, Timekeepers and others, sport in New Zealand just wouldn't happen.

Sport needs officials at all levels. Effective officials help to make sport a healthy positive experience for everyone and great opportunities are open to officials who enjoy sport and are keen to learn.

Training and development for sports officials.

Are you a beginner?

Do you want to improve your performance as an official?

Do you want to build a career in sport?

Whatever your aim SPARC provides support for the training and development of sports officials through a series of resources and short courses that can be delivered either generically through your regional sports trust or as part of your sport specific programme.

SPARC resources to assist the training and development of sports officials include

Becoming a more effective official

People management

Fitness and injury prevention

Legal issues and risk management for sports officials

These resources are packed with information, exercises and general tips to help new officials get started and experienced officials get better. To find out more about how you can improve your officiating skills, contact your regional sports trust, your regional or national sports organisation, or visit SPARC's officials website at www.sparc.org.nz/officials/